

**TOWNSHIP HIGH SCHOOL DISTRICT 211**

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Palatine, IL 60067-7336
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Matthew J. Hildebrand
Director of Administrative Services

Pamela Groves
Facility Rental Coordinator

Rental Number

Facility Rental Application

NAME AND ADDRESS OF ORGANIZATION:

Contact Person: _____

Office Phone: _____

Cell Phone: _____

Email or FAX: _____

Event: _____ Expected # of participants: _____

Ages of Participants (if students): _____

High School Requested (list in order of preference 1-5):

Number of sessions: _____

Palatine _____ Fremd _____ Conant _____ Schaumburg _____ Hoffman Estates _____

Date of Event (list each date separately):

Day	Date	Time From	Time To

Space(s) Requested:

- ☐ Auditorium
☐ Cafeteria
☐ Classroom(s):
how many? _____
☐ Dance Room
☐ Gymnasium
☐ Aux ☐ Main ☐ Shelves
☐ Locker Rooms:
☐ Boys ☐ Girls
☐ Lower-level Baseball Field
☐ Lower-level Softball Field
☐ Practice Football Field
☐ Practice Soccer Field
☐ Swimming Pool
☐ Wrestling Room
☐ Tennis Court
Other: _____

Equipment & Services:

- ☐ Microphone:
\$7 each per use
☐ Auditorium lighting
and/or sound, district
operator only:
\$10 per hour
☐ Theatre flats:
\$30 per use
☐ Volleyball nets
\$25 per use
☐ Other services or
equipment:
\$36 per man-hour
☐ Administrative
Representative (for
groups of 500+):
\$36 per hour

* Stadium, varsity baseball, and softball fields are **NOT** available**OFFICE USE ONLY**☐ This is a feeder athletic group COI Expires _____ Rate(s) _____

NOT

APPROVED APPROVED

Activity Director	<input type="checkbox"/>	<input type="checkbox"/>
Athletic Director	<input type="checkbox"/>	<input type="checkbox"/>
Music Director	<input type="checkbox"/>	<input type="checkbox"/>
Building Manager	<input type="checkbox"/>	<input type="checkbox"/>
Auditorium Manager	<input type="checkbox"/>	<input type="checkbox"/>
Pool Manager	<input type="checkbox"/>	<input type="checkbox"/>

ALTERNATE DATE: _____

COMMENTS (Set up, special instructions): _____

☐ APPROVED ☐ NOT APPROVED

Building Administrator Signature

Date

Rental Rate Schedule	Indoor Facilities (except pool):	Pool fees 2 hours minimum. Maximum occupancy is 85 persons:	Outdoor facilities (stadium and varsity baseball fields are not available for use):
Weekdays:	\$25 per hour	\$50 per hour	\$19 per use
Saturdays:	\$50 per hour	\$75 per hour	\$28 per use
Sundays:	\$100 per hour	\$134 per hour	\$50 per use
Holidays:	\$113 per hour	\$151 per hour	\$57 per use

Large events may require additional staff. Users will be subject to additional charges based on the number of custodial hours required.

Custodial services are billed at an additional \$36.00 per hour.

Facility Temporary Use Agreement

The Undersigned represents and warrants that he/she is the duly authorized agent for the not-for-profit local community-based charitable, civic, or municipal entities listed below ("The User") in connection with User's application to use the facilities of Township High School District 211 ("The School District") identified in the Facility Rental Application, a copy of which is attached. If the application is approved, User and the School District agree as follows:

- INSURANCE:** At least fifteen (15) business days prior to the scheduled event, the User will provide a certificate of insurance evidencing commercial general liability coverage with a limit of not less than \$1,000,000 each occurrence. An additional insured endorsement shall be attached to the certificate naming the District 211 as an additional insured on a primary and non-contributory basis. **Failure to supply the certificate of insurance along with the additional insured endorsement as stated above will result in cancellation of this rental.**
- PAYMENT:** All rentals exceeding \$500 (not including costs associated with custodial fees) will be required to provide a 10% deposit to secure the rental and cover the costs of incidental damage to D211 property. The deposit must be remitted prior to the first date of the requested rental term. The 10% deposit will be applied to the final invoice and that amount deducted from the total bill. All rental requests lasting six months or more are required to remit payments every three months as noted in the comments section of the permit. A final invoice of actual charges will be issued following the event. Rentals requiring the 10% deposit will be credited the deposit amount submitted. The deposit will be used by the district to cover any damages to District 211 property that result from the rental or to cover any non-payments by the renter. Any additional fees will be listed separately on the final bill. Payment must be made by check, payable to Township High School District 211, with the facility use permit/ rental number noted on the check. **When mailed, address envelope ATTN: Pamela Groves.**
- CANCELLATION:** The School District may cancel the facility use at any time up to 48 hours before the activity for any reason, and with less than 48 hours in emergency circumstances. Notice will be given to the Undersigned or to the User at the addresses shown on this application. The User may cancel with at least 48 hours' notice given to the School District. Payment will be returned upon proper cancellation by either party. Failure by the User to notify in case of cancellation will result in a two-hour use charge.
- SUPERVISION:** Activities involving children require adequate adult supervision (age 21 or older). No less than one adult for every 15 children is required. Adult supervisors are responsible for maintaining order and control of children during the activity. For crowd control at social and sporting events attended by more than 50 persons, the School District may require the lessee to arrange and pay for, at his/her own expense, one police officer for each 150 attendees. Administrative representatives will be assigned for all groups of 500 or more.
- DAMAGES:** User assumes full responsibility and shall reimburse the School District within 30 days after incurring the cost of repair of any damage resulting from User's activity. The School District shall not be responsible for any damage whatsoever to User's property. **Appropriate gym shoes must be worn in the gymnasium at all times.**
- PROHIBITED USES:** User's participants may not possess drugs, alcohol, or other intoxicating substances on school grounds. User's participants may not be under the influence of drugs, alcohol, or other intoxicating substances and may not use tobacco products on school property. Games of chance including, but not limited to, raffles, lotteries, bingo, or any form of gambling may not be conducted on school property. User's participants are not to be disruptive to property adjoining school grounds or to other users of the School District's facilities. User's activities may not violate any applicable federal, state, or local law or regulation. Special use permits (if required by the village) are the sole responsibility of the renter. Township High School District 211 policy and procedures apply to all minors.
- PARKING:** User's participants must observe all parking restrictions on school property. Users may not charge for parking and must provide supervision and crowd control in parking areas if required by the School District.
- INDEMNITY, HOLD HARMLESS, DEFENSE AND WAIVER:** The User and the Undersigned shall indemnify, hold harmless, and at the School District's option, defend the School District from any and all claims against, and losses incurred by, the School District arising out of User's use of facilities under this agreement. User and the Undersigned waive and promise not to bring any claims against the School District arising out of User's use of the facilities, except for a breach of the agreement. As used in the paragraph:
(1) the term "School District" includes the Board of Education and its officers, members, and employees in their official and individual capacities; (2) the term "claim" includes any administrative or judicial proceeding brought against the School District, the threat of any such proceeding, or the demand for the payment of money or other relief for any injury including, but not limited to, personal injury, death, or property damage; and (3) the term "loss" includes any money expended by the School District as a result of a claim, including the School District's reasonable attorney fees incurred in response to a claim.
- ADDITIONAL CONDITIONS:** User is subject to the additional conditions of this agreement as provided by the District.
- VIOLATIONS OR AGREEMENT:** If User violates any provision of this agreement, the School District may terminate the use of facilities immediately.

SIGNATURE OF AGENT/UNDERSIGNED

DATE